

Dear State Director:

You are invited to compete for a 2004 Team Nutrition (TN) Training Grant. TN Training Grants are one of the anchor delivery systems for supporting the implementation of the Department of Agriculture (USDA) nutrition requirements and the *Dietary Guidelines for Americans* in Food and Nutrition Service Child Nutrition (CN) Program meals. TN Grants offer funding to State agencies that administer the National School Lunch Program (NSLP) and/or the Child and Adult Care Food Program (CACFP).

State agencies that administer the NSLP or the CACFP are eligible to apply for a TN Training Grant. Each State may submit only one application on behalf of all interested CN State agencies in that State. States may apply individually, as a coalition within a State, or may establish a network and apply as a coalition of States.

The TN Training grants are to assist State agencies in achieving the TN goal of improving children's lifelong eating and physical activity habits. The 2004 TN Training Grants will continue to support President George W. Bush's Healthier US Initiative ([www.healthierus.gov](http://www.healthierus.gov)) to promote a healthy lifestyle using TN's three behavior-focused strategies:

- Provide ***training and technical assistance*** to child nutrition foodservice professionals to enable them to prepare and serve nutritious meals that appeal to students.
- Promote ***nutrition curriculum and education*** in schools through multiple communication channels to reinforce positive nutrition messages and encourage students to make healthy food and physical activity choices as part of a healthy lifestyle.
- Build ***school and community support*** for creating healthy school environments that are conducive to healthy eating and physical activity.

The 2004 TN Training grants will be funded for the period of September 30, 2004, through September 30, 2006 by Public Law 108-199. The maximum amount of funding awarded to an individual State or a coalition within a State will be \$200,000; and up to \$500,000 of funding will be awarded for a coalition of at least three different States.

### **Critical Dates for 2004 TNT Grants**

<b>January 30, 2004</b>	Request for Application package issued to States
<b>March 5, 2004</b>	Intent to Submit an Application due to FNS
<b>April 16, 2004</b>	Applications due to FNS by 5:00 pm EDT

**July 2004**

TN Training Grants Awards announced at ASFSA annual meeting

**September 30, 2004**

TN Training Grants in place and funds available

All grant applications must be received by FNS on or before **April 16, 2004, 5:00 p.m., Eastern Daylight Time**. Applications must be mailed directly to FNS at the address noted in the request for applications, or submitted electronically by accessing [www.grants.gov](http://www.grants.gov). Applications submitted via direct e-mail or fax will not be accepted. This new government website was designed for electronic submission of grant applications/proposals. In order to apply online, you will need to have the Catalog of Federal Domestic Assistance Number (10.574) available. Regardless of the delivery method you choose, please do so sufficiently in advance of the due date to ensure your application package is received on or before the deadline. It is your responsibility to meet this deadline. Late applications will not be considered in the competition. We will not consider additions or revisions to applications once they are received.

Additionally, there is a new requirement for applicants of Federal Government awards to have a Data Universal Numbering System (DUNS) number. In case you were not notified, and if your agency has not yet obtained a number, you will need to contact Dun & Bradstreet at 1-800-234-3867 to register for a number. There is no charge to obtain a DUNS number. The DUNS number will serve as a means of tracking and identifying applications for Federal assistance and is required to be included on all applications for Federal assistance, regardless of the method they are submitted. The DUNS number is also required to complete the additional steps to become a registered Grants.gov user. To apply online through [www.grants.gov](http://www.grants.gov) there are a number of other steps in the registration process that will be required of you before you may submit applications electronically including registering in the Federal Government's Central Contractor Registry (CCR). We urge you to visit the grants.gov web page ([www.grants.gov](http://www.grants.gov)) and click on the "Getting Started" tab to get a thorough understanding of the steps you will need to follow to use this means of applying for Federal grant opportunities.

If there are any questions regarding the Team Nutrition Request for Applications, please contact Lisa Johnson of the Grants Management Division at 703-305-2848.

Sincerely,

STANLEY C. GARNETT  
Director  
Child Nutrition Division

LAEL LUBING  
Director  
Grants Management Division

Enclosures